

General Conference Information

Introduction

This document contains the Board of Directors and Standing Committee agendas for the **Interim Meeting of the National Conference on Weights and Measures, Inc.**, (NCWM) scheduled for January 23-26, 2005, at the Fairmont Miramar Hotel, Santa Monica, California. To reserve a room, call the hotel directly at toll-free (800) 441-1414 and ask for the National Conference on Weights and Measures meeting rate of \$151 single/double – federal government per diem (plus 12.05 % occupancy tax) the reservation cut-off date is December 23, 2004.

Agenda items to be addressed by the Standing Committees are assigned Reference Key numbers as follows:

| Committee | Reference Key |
|--|---------------|
| Board of Directors | 100 series |
| Laws and Regulations | 200 series |
| Specifications and Tolerances | 300 series |
| Professional Development Committee | 400 series |
| National Type Evaluation Program Committee | 500 series |

The subject matter listed on each Standing Committee's agenda will be open for discussion as noted. Each committee may also take up routine or miscellaneous items brought to its attention after the preparation of this document. At its discretion, each committee will determine to accept items not listed in this document.

The agendas:

1. Include items brought to the attention of the Standing Committees prior to the submission deadline of October 27, 2004, and approved for inclusion in their agenda by the Committees, and
2. Are organized to serve as the basis for the Standing Committee Interim Reports (to be printed in the Program and Committee Reports of the National Conference on Weights and Measures 90th Annual Meeting, NCWM Publication 16). The final reports of the committees will be published in the NIST Special Publication Report of the 90th Annual Meeting of the NCWM following the Annual Meeting in 2005 scheduled for July 10-14 at the Hilton in Disney World, Orlando, Florida.

The Committees have not determined whether the items presented will be voting or informational in nature; these determinations will result from their deliberations at the Interim Meeting.

Special Meetings

Several Annual Committees and other organizations are conducting meetings concurrently with the Standing Committees of the Conference.

Joint Meetings for All Committees

A joint meeting for all committees will be held on Wednesday, January 26th. Each Standing Committee will highlight the major decisions made during the week, and the Nominating Committee will present its report.

Participation

Sunday meetings are scheduled for Committee members to review their agendas (see the particular committee agenda for details). Although the sessions are open to all delegates, participation in discussions during agenda reviews is normally limited to Committee members. Comments and input are welcome when specific topics are scheduled in the Committee agendas.

General Conference Information

All sessions of NCWM meetings are normally open to members of the Conference. If a Committee Chairman recognizes a special situation involving a proprietary issue (e.g., NTEP appeals) or sensitive issue or other substantive need, that portion of the session dealing with the special issue may be closed, provided that: (1) the Conference Chairman (or in his absence the Chairman-Elect) approves, and (2) announcement of the closed meeting is posted on or near the door to the meeting session and on the announcement board at the registration desk. If at all possible, the posting will be done at least a day prior to the planned closed session. Please note that the 1-day notice will not always be possible if a closed meeting is called on Sunday. Since this is a day for agenda reviews and participants may make their travel reservations in order to observe these agenda reviews, if a closed meeting becomes necessary for Sunday, every effort will be made to limit such a meeting to only part of the day.

To request an appearance with a Standing Committee, contact the appropriate Technical Advisor by December 31, 2002:

| | | |
|--|-------------------------------------|----------------------------------|
| Board of Directors | Henry Oppermann | (301) 975-5507 |
| Laws and Regulations Committee | Kathryn M. Dresser | (301) 975-3289 |
| Specifications & Tolerances Committee | Juana Williams or Richard Suiter | (301) 975-3989 (301) 975-4406 |
| Professional Development Committee | Ken Deitzler | (717) 787-9089 |
| National Type Evaluation Program Committee | Steve Cook | (301) 975-4003 |

You may also contact the Executive Secretary, Henry Oppermann, at the following address and telephone number:

Weights and Measures Division
National Institute of Standards and Technology
100 Bureau Drive, STOP 2600
Gaithersburg, MD 20899-2600
Telephone: (301) 975-5507

Contact for More Information

If you have questions about the program, registration, lodging, or meeting arrangements, contact NCWM Headquarters at the following address and telephone number:

National Conference on Weights and Measures
15245 Shady Grove Road, Suite 130
Rockville, MD 20850
Telephone: (240) 632-9454

Reports

There will **not** be a transcript of the proceedings of the Interim Meetings. Each committee will prepare its report to the NCWM containing its recommendations based upon the presentations, discussions, and deliberations on all matters on its agenda that were taken up during the Interim Meetings. These reports will be published in the Committee Reports for the 90th Annual Meeting, NCWM Publication 16, to be mailed to the NCWM membership in May 2005.

90th Annual Meeting of the National Conference on Weights and Measures

The National Conference on Weights and Measures 90th Annual Meeting will be held at the Hilton in Walt Disney World, Orlando, Florida, from July 10-14, 2005. The room rate for the Annual Meeting will be \$98 per night (Federal Government per diem), single or double, plus tax. For reservations please call the hotel at 1-800-HILTONS or 1-800-445-8667. The reservations cut-off date is Friday, June 3, 2005.

Units of Measurement

In keeping with the provisions of the Omnibus Trade and Competitiveness Act of 1988, which establishes the metric system as the preferred system of measurement for commerce and trade, units of the metric system have been used in

this document, except where industry has not yet converted from the inch-pound system. In some instances, proposals are quoted in the Committee agendas; they may appear in inch-pound units only.